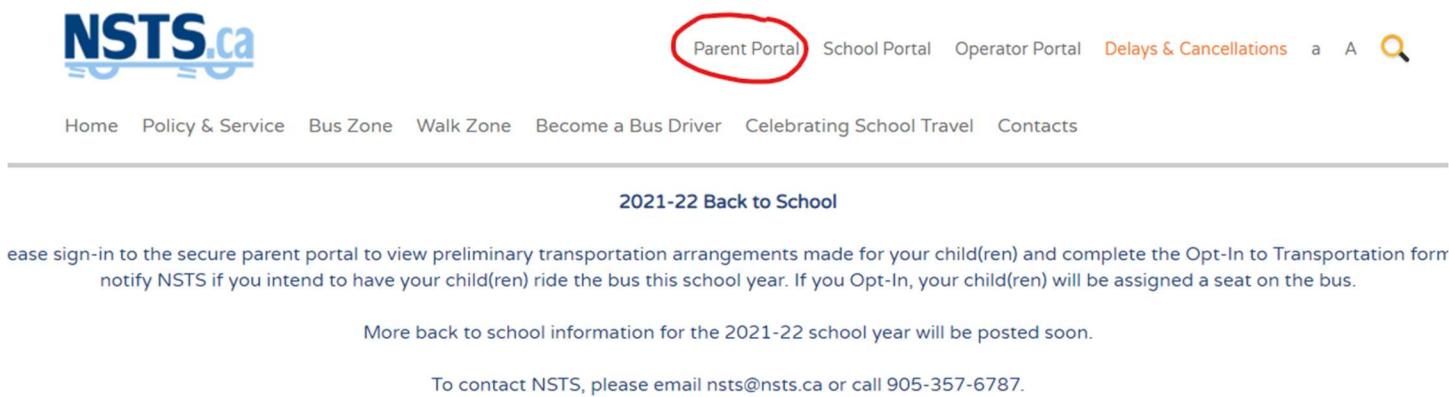


## To Create or Log into a NSTS Account:

Step 1 – Please visit the [www.nsts.ca](http://www.nsts.ca) and select Parent Portal tab located at the top of the NSTS.ca page home page



The screenshot shows the NSTS.ca homepage. At the top right, there is a navigation bar with links: Parent Portal (circled in red), School Portal, Operator Portal, Delays & Cancellations, a, A, and a magnifying glass icon. Below the navigation bar, there is a horizontal menu with links: Home, Policy & Service, Bus Zone, Walk Zone, Become a Bus Driver, Celebrating School Travel, and Contacts. Underneath this menu, the text "2021-22 Back to School" is displayed. Below that, a message encourages users to sign in to the secure parent portal to view preliminary transportation arrangements and complete the Opt-In to Transportation form. It also mentions that if you Opt-In, your child(ren) will be assigned a seat on the bus. Further down, it says more back to school information for the 2021-22 school year will be posted soon, and provides contact information: nsts@nsts.ca or 905-357-6787.

Step 2A– If you have already created an account, please enter your email address in the User Name area and your Password when prompted.

### Log In

User Name

Password

Remember me

**Log In**

[Forgot Your Password?](#)

[Create Account](#)

- If you don't remember your password, you can select "Forgot your Password?".

### Password Reset

User Name

**Cancel**

**Submit**

- This will allow you to reset the password. A confirmation email will be sent to your email account advising that a change has been made and you will need to follow the email instruction to activate this new password.
- If you do not see a confirmation email, please remember to check your Spam/Junk mail folder as it may have been directed to that location.

Step 2B - If you do not already have an account, please select “**Create Account**”

- Please enter the email address that you wish to use
- Please select a password for this account using the security format

## Log In

User Name

Password

Remember me

**Log In**

[Forgot Your Password?](#)

[Create Account](#)

You will be directed to a new page that looks like this: NOTE – Password needs to be 8 letters then add the Special character, number etc. For example Elephant4%

## Create Account

### Password Requirements

Length : 8  
At least one number or special character  
At least one number  
At least one lower case letter  
At least one upper-case letter

### Email

### Password

### Confirm Password



I'm not a robot



Privacy • Terms

**Submit**

**Close**

Enter your email address and create a password that follows the Password Requirements. Check off “I am not a robot” and select Submit.

You should receive a message that says.

An email has been sent to this address. Please check your email and confirm your account. 

- Please check your email account for the confirmation email. If you do not see this in your inbox, please check to see if it was directed into your junk /spam folder.
- Follow the directions in this email to confirm your nsts.ca parent account was created.

**You are now ready to add your child’s student profile to your account.**

- At the bottom of this page please select the Add student icon



Add Student



My Students



My Subscriptions

- This will bring you to the following screen
- 

### Add Student

**Student OEN**

**Birth Date (YYYY-MM-DD)**

2009-04-01

**School**

A N Myer Summer School



**Grade**

7



**Add Student**

**Close**

- **Student OEN**

Is the child's Ontario Education Number which is the number that the province assigns to each student and will follow the student to any school that they may attend in the province of Ontario. This number is located on the student's report card and is a 9 digit number.

Please enter this number WITHOUT dashes or spaces

- **Birth Date (yyyy-mm-dd)**

Please enter the child's birth date USING the dashes between the year and month and day as noted above or use the calendar to select the year, month and day.

- **School**

Enter the school that the student will be attending

- **Grade**

Enter the grade the student is registered in

Click the blue button at the bottom of the screen that indicates Add Student.

This will now take you to the next screen to view the transportation details for this student.

The screenshot shows the NSTS.ca website with a dark blue header. The header features the logo 'NSTS.ca' and 'Niagara Student Transportation Services' with two blue bus icons below it. The navigation bar includes links for 'Home', 'Public ▾', and 'Parent ▾'. Below the header, the page title 'My Students' is displayed in large, bold, dark blue text. A search bar labeled 'Name' contains the placeholder text 'Students Name Appears Here'.

- Please note that if you have entered more than one student to your profile you can use the drop-down arrow to the right of the name to view the other children's names and their bussing details.
- The red icon to the right that displays a student's name with a dash is there to remove a student from your profile.

Once you see the transportation details you can then click on the Link to complete Opt-In/Opt-Out Form (yellow page icon) as seen below to declare if you require bus service for your child or if you wish to not use the bus service.

 Transportation

School	Grade	Eligibility	Travel Code	Met at Bus
Transportation details will appear here for your child				
Link to complete Opt-In/Opt-Out Form 				